

## EXAM/LICENSE APPLICATION CHECKLIST

RE 216B (Rev. 7/13)

### GENERAL INFORMATION

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ Application must list your legal name.
- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Mail completed **application package** and fee to:  
Bureau of Real Estate  
P.O. Box 137001  
Sacramento, CA 95813-7001

✓ Titles of forms referenced by number. **Note:** Asterisk denotes forms available on BRE's Web site at **www.bre.ca.gov**.

- \*RE 435 Salesperson Exam/License Application
- \*RE 435A Salesperson Exam/License Instructions
- \*RE 436 Broker Exam/License Application
- \*RE 436A Broker Exam/License Instructions
- \*RE 423 Examination Qualification Requirements
- \*RE 205 State Public Benefits Statement
- \*RE 205A State Public Benefits Information
- \*RE 205B State Public Benefits (Comprehensive List)
- \*RE 206 Exam & Licensing Fees
- \*RE 237 Live Scan Service Request (Applicant)
- \*RE 237B Fingerprint Information
- \*RE 909 Credit Card Payment

### SALESPERSON APPLICANTS

#### ***Required documents...***

- ☐ RE 435 — Completed and signed by applicant.
- ☐ Official transcript for Real Estate Principles, Real Estate Practice and/or one other required course — not needed, if previously submitted.
- ☐ RE 205 — Completed and signed by applicant.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ **License fee** — Refer to RE 206 for current fees.
  - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
  - ☐ RE 909 — If paying by credit card.

### BROKER APPLICANTS

#### ***Required documents ...***

- ☐ RE 436 — Completed and signed by applicant.
- ☐ Documentation to establish examination qualification requirements have been met. Refer to RE 423 for current requirements.
- ☐ RE 205 — Completed and signed by applicant. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ **License fee** — Refer to RE 206 for current fees.
  - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
  - ☐ RE 909 — If paying by credit card.

① Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the *original*. You should return the *second* copy to BRE and keep the *third* copy for your records.

## BROKER EXAM/LICENSE APPLICATION

RE 436 (Rev. 7/13)

BRE USE ONLY

BRE RECEIVED DATE

BRE USE ONLY

### GENERAL INFORMATION

- Apply for the real estate broker examination *and* the real estate broker license at the same time, if you have not scheduled for an online exam, OR
- Apply for a real estate broker license, if a valid examination application has been filed within the last two years.
- Do not submit photocopies of this form or fax this form.

**Read enclosed instructions (RE 436A) before** completing and submitting this application to ensure that you understand the requirements and that the proper qualifying documentation and exam/license fee are submitted. **Note: Fees submitted with this application are not refundable or transferable.** If you fail to qualify for or pass the examination within two years of the date this application is filed, the fees may not be applied to any future applications.

EXAM ID

LIC ID

BRE USE ONLY

EFFECTIVE DATE

EXPIRATION DATE

DATE EXAM PASSED

### APPLICATION IS FOR (Must check one box):

**C** ☐ Real estate examination AND license – Complete Parts A, B, C, & D.

**L** ☐ Real estate license ONLY (If already scheduled for examination) – Complete Parts A, C & D.

### FEES REQUIRED

Exam.....\$ 95  
License.....\$300  
Total due to BRE  
with this application \$395

### PART A — APPLICANT INFORMATION

1. SOCIAL SECURITY NUMBER (REQUIRED – REFER TO PRIVACY NOTICE ON RE 436A)

2. BIRTH DATE (MM/DD/YYYY)

3. Have you **ever** applied for a California real estate exam?..... ☐ NO ☐ YES  
If YES, list examination ID#. (If known.).....

4. APPLICANT'S NAME – LAST, FIRST, MIDDLE (MUST BE YOUR LEGAL NAME)

5A. MAILING ADDRESS – STREET ADDRESS OR POST OFFICE BOX

5B. CITY

5C. STATE

5D. ZIP CODE

6. Do you reside in California?..... ☐ NO ☐ YES  
If NO, an "RE 234" is required (Refer to RE 436A).

7. RESIDENCE PHONE NUMBER

( )

8. BUSINESS DAYTIME PHONE NUMBER

( )

9. CELL PHONE NUMBER

( )

10. EMAIL ADDRESS

11. HAVE YOU USED ANY OTHER NAMES (I.E., MAIDEN NAME, FORMER MARRIED NAMES, AKA'S, ETC.)?

☐ NO ☐ YES — IF YES, YOU MUST LIST ALL NAMES USED:

12. HEIGHT

13. WEIGHT

14. COLOR OF EYES

15. COLOR OF HAIR

16. GENDER

☐ MALE ☐ FEMALE

17. Do you now hold or have you **ever** held a California real estate license?..... ☐ NO ☐ YES  
If YES, complete 17A, B, C, and D below.

If YES to 17, has your California real estate license been previously revoked?..... ☐ NO ☐ YES

17A. TYPE OF LICENSE

17B. IDENTIFICATION NUMBER

17C. EXPIRATION DATE

17D. NAME ON LICENSE

### PART B — EXAMINATION INFORMATION

1. When you are qualified for the examination would you prefer to use **eLicensing** to schedule your own examination date? ☐ YES – Please notify me by mail when I am qualified for the examination.  
☐ NO – Proceed to item 2.

2. EXAM AREA PREFERENCE (REFER TO WWW.BRE.CA.GOV FOR LIST OF OTHER TESTING FACILITIES THAT MAY BE AVAILABLE.)

☐ SACRAMENTO

☐ FRESNO

☐ LOS ANGELES VICINITY

☐ OAKLAND

☐ SAN DIEGO

☐ OTHER: \_\_\_\_\_

3. EARLIEST DATE YOU CAN TAKE EXAM

(mm)

(dd)

(yyyy)

4. REQUEST FOR REASONABLE ACCOMMODATION

☐ I am requesting reasonable accommodation; RE 413 & supporting documents are attached.

### BRE USE ONLY

☐ RESTRICTED ☐ VIOLATIONS

FORM LETTER / NOTES

EXAM PROCESSOR

DATE PROCESSED

SENDER/DATE SENT

LICENSE PROCESSOR

DATE PROCESSED

➔➔

NAME OF APPLICANT

PART C — LICENSE INFORMATION

1. INITIAL WORKING STATUS (Check one.)

☐ YES, PLEASE ISSUE MY LICENSE IN A WORKING STATUS WITH THE MAIN OFFICE ADDRESS AS INDICATED ON LINES 4A-4D.

☐ NO, I DO NOT HAVE A MAIN OFFICE ADDRESS AT THIS TIME. PLEASE ISSUE MY LICENSE IN A NON-WORKING STATUS. (LINES 4A-4D MUST BE LEFT BLANK).

4A. MAIN OFFICE ADDRESS (STREET ADDRESS OR PHYSICAL DESCRIPTION — DO NOT LIST P.O. BOXES.)

4B. CITY

4C. STATE  
CA

4D. ZIP CODE

5. FICTITIOUS BUSINESS NAME (DBA) — IF USING A FICTITIOUS BUSINESS NAME INCLUDE A FILED COPY OF THE FICTITIOUS BUSINESS NAME STATEMENT OBTAINED FROM THE COUNTY CLERK FOR EACH NAME. REFER TO RE 436A FOR ADDITIONAL INFORMATION (CHECK ONE).

☐ I WILL NOT USE A DBA AT THIS TIME. PROCEED TO PART D.

☐ I WILL USE A DBA ➔ DBA I WILL BE USING: \_\_\_\_\_

☐ ADDITIONAL DBA ➔ OTHER DBA I WILL BE USING: \_\_\_\_\_

PART D - BACKGROUND INFORMATION

Carefully read and provide detailed answers to questions 1-7. You must provide a "yes" or "no" response to all questions, and also completely and accurately provide the detailed information required. Attach additional sheets if you need more space. Each additional sheet must be signed by applicant. Failure to disclose pertinent information may result in denial of your license application and/or delays.

1. HAVE YOU EVER BEEN CONVICTED OF ANY VIOLATION OF THE LAW? ALL STATE AND FEDERAL MISDEMEANOR AND FELONY CONVICTIONS, AND ALL MILITARY AND FOREIGN CONVICTIONS, MUST BE DISCLOSED. CONVICTIONS EXPUNGED UNDER PENAL CODE SECTION 1203.4 OR A SIMILAR STATUTE MUST STILL BE DISCLOSED. IF YES, COMPLETE ITEM 8.....

☐ YES

☐ NO

2. ARE THERE CRIMINAL CHARGES PENDING AGAINST YOU AT THIS TIME? IF YES, COMPLETE ITEM 8.....

☐ YES

☐ NO

3. HAVE YOU EVER HAD A DENIED, SUSPENDED, RESTRICTED OR REVOKED BUSINESS OR PROFESSIONAL LICENSE (INCLUDING REAL ESTATE), IN CALIFORNIA OR ANY OTHER STATE? IF YES, COMPLETE ITEM 9.....

☐ YES

☐ NO

4. ARE THERE ANY LICENSE DISCIPLINARY ACTIONS PENDING AGAINST A BUSINESS OR PROFESSIONAL LICENSE YOU HOLD AT THIS TIME? IF YES, COMPLETE ITEM 9.....

☐ YES

☐ NO

5. HAVE YOU EVER BEEN REQUIRED TO REGISTER AS A SEX OFFENDER PURSUANT TO THE PROVISIONS OF SECTION 290 OF THE CALIFORNIA PENAL CODE OR ANY COMPARABLE LAW OF ANY STATE OR GOVERNMENTAL UNIT? IF YES, COMPLETE ITEM 10.....

☐ YES

☐ NO

6. HAVE YOU EVER BEEN ORDERED TO CEASE, DESIST AND/OR REFRAIN FROM DOING AN ACT(S), OR FROM VIOLATING A LAW, RULE OR REGULATION BY, OR CITED FOR A BREACH OF ETHICS OR UNPROFESSIONAL CONDUCT, BY AN ADMINISTRATIVE AGENCY OR PROFESSIONAL ASSOCIATION IN CALIFORNIA OR ANY OTHER STATE? IF YES, COMPLETE ITEMS 9-10.....

☐ YES

☐ NO

7. HAVE YOU EVER PLED GUILTY TO OR ENTERED A PLEA OF NOLO CONTENDERE OR A NO CONTEST PLEA TO ANY VIOLATION OF LAW IN A STATE, MILITARY, OR FEDERAL COURT? IF YES, COMPLETE ITEM 10.....

☐ YES

☐ NO

CONVICTION DETAILS

"Convicted" as used in Item 1 includes a verdict of guilty by judge or jury, a plea of guilty, a plea of nolo contendere (i.e., "no contest"), or a forfeiture of bail in the courts (including military courts) of any state, commonwealth, possession or country. All convictions must be disclosed, no matter how long ago they occurred, even if the plea or verdict was set aside, the conviction dismissed or expunged, or you have been pardoned. Convictions occurring while you were a minor (under 18 years of age) must be disclosed unless the record of the conviction has been sealed under Section 1203.45 of the California Penal Code or Section 781 of the California Welfare and Institutions Code.

8. DETAILED EXPLANATION OF ITEM 1 AND/OR 2.

COMPLETE ONE LINE FOR EACH VIOLATION AND PROVIDE EXPLANATION BELOW. IF YOU ARE UNABLE TO PROVIDE THIS INFORMATION, PROVIDE ALL THE REQUESTED INFORMATION YOU CAN OBTAIN, WITH AN EXPLANATION FOR THE MISSING INFORMATION. IF THE CONVICTION STATUS HAS BEEN SUBSEQUENTLY CHANGED OR REDUCED, NOTE THAT FACT IN THE AREA PROVIDED FOR ADDITIONAL INFORMATION.  
ATTACHMENTS FOR ADDITIONAL INFORMATION: SPECIFY WHICH LINES YOU ARE REFERRING TO. EACH ADDITIONAL SHEET MUST BE SIGNED BY APPLICANT.  
\*CODE SECTION VIOLATED (i.e., 1014, 484, ETC.), \*\*CODE VIOLATED (i.e., U.S. CODE, PENAL CODE, ETC.), \*\*\*DISPOSITION (i.e., PROBATION, PAROLE, FINE, LENGTH OF TERM)

COURT OF CONVICTION (Name and Address)	ARRESTING AGENCY (Name and Address)	DATE OF CONVIC- TION	TYPE OF CONVICTION	* CODE SECTION VIOLATED	** CODE VIOLATED	*** DISPOSITION	CASE NUMBER
Example: Sacramento Cnty. 456 Main St., Sac	Sacramento City Police 123 Main St., Sac	2/20/87	<input type="checkbox"/> Felony <input checked="" type="checkbox"/> Misdemeanor	484	Penal Code	6 months probation and \$200 fine	1234
8A.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
8B.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
8C.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				
8D.			<input type="checkbox"/> Felony <input type="checkbox"/> Misdemeanor				

9. DETAILED EXPLANATION OF ITEM 3 AND/OR 4. IF NEEDED, EXPLANATION MAY BE PROVIDED BELOW ON ITEM 10.

9A. TYPE OF LICENSE	9B. LICENSE ID NO.	9C. LICENSE EXPIRATION DATE	9D. STATE
9E. ACTION (revoked, etc.)	9F. DATE OF ACTION	9G. DATE ACTION TERMINATED	9H. CODE SECTION VIOLATED



NAME OF APPLICANT

**PART D — BACKGROUND INFORMATION (CONTINUED)**

10. ADDITIONAL INFORMATION: Specify which lines you are referring to. Attach extra sheets if more room is needed. ***Each additional sheet must be signed by applicant.***

**Broker Exam & License Certification**

**Exam** — I hereby certify under penalty of perjury that I am aware of and meet all examination requirements as set forth in RE 436A. I also understand that the fee remitted will not be refunded or transferred under any circumstances (Section 10207 of the B&P Code). I understand that subverting the examination will subject me to the penalties of Section 123 of the B&P Code.

**License** — I certify under penalty of perjury under the laws of the State of California that the foregoing answers and statements given in this application are true and correct, that at the time of license issuance I will be 18 years of age or older, that if licensed I will not violate any provisions of the Real Estate Law nor abuse the privileges of a real estate license. I understand that the Bureau of Real Estate cannot refund the fees submitted with this application, if I fail to qualify for the license for any reason or withdraw this application.

I hereby grant to the Real Estate Commissioner of the State of California and his/her authorized Bureau of Real Estate representatives, pursuant to Business and Professions Code 10145 and 10146, the authority to examine the financial records of any trust fund account that I maintain in a financial institution, wherever located, for any period of time in which I hold a real estate license or have the right to renewal of such real estate license or which relates to a transaction which occurred when I held such a real estate license. I understand that the information to be obtained from the financial records of my trust fund account(s) is for the purpose of aiding the Commissioner in his/her statutory duty to enforce the provisions of the Real Estate Law.

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workers' compensation.

I understand that it is my obligation to notify the Bureau within 30 days in writing or by filing form RE 238 of any conviction, indictment, or information charging a felony, or disciplinary action taken by another licensing entity or authority of this state or an agency of the federal government pursuant to Business and Professions Code Section 10186.2. I also understand that the Bureau may delay my renewal and toll the expiration date of my license pursuant to B&P Section 10177.

11. SIGNATURE OF APPLICANT (MUST BE ORIGINAL SIGNATURE)



12. DATE

## BROKER EXAM/LICENSE INSTRUCTIONS

RE 436A (Rev. 7/13)

Telephone: 877-373-4542

### GENERAL INFORMATION

- This combination application may be used for either of the following two purposes:
  - **Applying** for the real estate examination and the real estate license at the same time.
  - **Applying** for the real estate license during the examination process.
- The application must be mailed. You cannot apply using **eLicensing**.
- The following fees must be included with your application (fees are subject to change):
  - The current examination fee is \$95 **and** the current license fee is \$300. *Total due to BRE with this application: \$395.*
  - **The fees for the examination and license are not refundable or transferable to another application.**
  - **Fee valid for two years** — A new application, fee, and current qualifications will be required if you fail to qualify for and pass the examination during that two year period.
- The following must be submitted before your license can be issued:
  - Proof of completion of the required education and experience. Refer to **Instructions to License Applicants** handbook for further information.
  - Proof of legal presence document if not already on file (i.e., birth certificate, passport, resident alien card, etc.) **and** a State Public Benefits Statement (RE 205). Please refer to that form for further instructions.
  - A copy of the completed Live Scan Service Request (RE 237). Refer to Fingerprint Information.

***Please read all examination and license information/instructions before completing and submitting this application; type or print in ink.***

### GENERAL APPLICANT INFORMATION PART A

- You may be scheduled for only one broker examination date at a time.
- **Name** — To avoid delays the name you use on your examination application must be your legal name. Provide documentation (i.e., copy of your drivers license, marriage certificate, etc.) for any name change or discrepancy between your legal name and the name you used in applying for the examination or the name on your transcripts or certificates.
- **Mailing address** — Use of a real estate school/business

mailing address (item #5 A-D) may cause a delay in mail delivery. If you are not a resident of California, submit a notarized Consent to Service (RE 234). You may change your mailing address online using **eLicensing** at **www.bre.ca.gov** or by submitting Broker Examination Change Application (RE 415B). Note: Changing your exam address online *will not* change the address on your license application.

- Business and license mailing addresses are public information and as such are posted on the Internet and available from BRE via telephone and written requests. Please consider this when identifying such addresses.
- The examination is qualifying in nature. If you pass the examination, an actual score will not be released.

### EXAMINATION SCHEDULING INFORMATION PART B

- Schedules and examination locations are subject to change.
- You must have an active exam application on file before you can schedule yourself on **eLicensing**.
- **Broker examinations are usually given:** On Wednesday or other weekdays as needed in Fresno, the Los Angeles vicinity, Oakland, Sacramento, and San Diego. At **www.bre.ca.gov** you can view a calendar of examination dates and locations currently being scheduled. Since BRE allows reschedule requests online, by phone, and through the mail, examination dates fill quickly and a particular date may not be available; therefore, requests cannot be guaranteed.
- Once you are qualified, you can either schedule yourself for examination or the BRE will schedule you. If you indicate on the application (Part B, item #1) that you want to schedule the examination, a letter will be sent to you advising you that you are qualified and that you may go on **eLicensing** to schedule your examination.
- If you want the earliest possible date, indicate multiple locations in Part B, item #2 and attach a separate page stating specific dates. If you do not provide a date in Part B item #3, and do not request self scheduling on Part B #1, you will be scheduled for the earliest available date in the area chosen.
- **Exam date notification** — Processing timeframes are listed at **www.bre.ca.gov**. These timeframes estimate when the processing of your application should be completed.
- If you have not received an examination confirmation notice within the timeframes listed on our Web site, you can obtain your scheduled date through **eLicensing** at **www.bre.ca.gov**.
- If you have not yet been assigned an exam date or received

a deficiency letter and your application was submitted prior to the processing timeframes, check with your bank or credit card company to assure that BRE has processed your fee.

- Applicants with limitations requiring special accommodations must submit a Special Accommodation Request for Examination (RE 413), as well as the required documentation as noted on RE 413, with this exam application. **Do not attempt to schedule a reasonable accommodation via our Web site, as eLicensing does not provide such a service. Compliance with special requests may be limited by scheduling constraints.**
- Use *eLicensing* for expedited processing to reschedule an examination, review your examination results and records, request a duplicate schedule or result notice, and change your examination mailing address.

All transactions done by the examinee in *eLicensing* are final. In *eLicensing* you may retrieve a copy of your license certificate. BRE no longer mails out license certificates.

### CURRENTLY OR PREVIOUSLY LICENSED?

If you currently have a real estate broker (or broker-officer) license in California, or if your license expired less than two years ago, you are not eligible to take an examination for that type of license

*Note:* A broker-officer license which has not been expired for more than two years will protect your right to obtain an individual broker license.

### EDUCATION & EXPERIENCE REQUIREMENTS

In addition to this application and fee, broker license applicants must submit a transcript or credit certificate showing completion of eight three semester or four quarter unit courses in specific topics completed through a regionally accredited college or university or through an approved BRE course sponsor. Courses completed through foreign institutions of higher learning *must* be evaluated by a foreign credentials evaluation service approved by BRE.

Applicants must submit evidence of two years of full time licensed experience, or an approved equivalent type of experience, which has been completed within five years of the date the examination application is filed. Education used in lieu of experience may be used, but refer to *Instructions To License Applicants* handbook for further information and examination rules. The handbook is available on the BRE Web site or from any BRE office.

### GENERAL LICENSE INFORMATION PART C & D

- Application deficiencies such as failure to submit the proper fee, education or experience requirements, legal presence information (if required), or completed Live Scan Service Request (RE 237) (if required) will delay the processing.
- You may check to verify that your license has been issued by using *eLicensing* from the Bureau's Web site at: [www.bre.ca.gov](http://www.bre.ca.gov). Current processing timeframes for properly completed applications are posted on the Web site.
- Forms referenced in these instructions can be obtained from the BRE Web site.

### Part C

**Main office address** — Enter your primary business location (a California address) at the time your license will be issued. If a street address is unavailable, indicate the physical location; use the nearest intersection and the distance to it. A post office box number alone is not acceptable. If you are not a California resident and you do not maintain a California business address, leave lines 4-5 blank and also submit an Out-of-State Broker Acknowledgment (RE 235). Your main office address is public information and as such is posted on the Internet and available from BRE via telephone and written request.

**Using a fictitious business name/doing business as (DBA)** — Enter the name exactly as it appears on the Fictitious Business Name Statement (FBNS) as filed with the County Clerk in the county where your main office is located. Submit a copy of the FBNS showing the "filed stamp" from the County Clerk's office.

- Prior to filing your fictitious business name statement with the county, you may wish to contact a local BRE district office, or check our Web site to determine if the name is already in use by another broker.
- Proof of Publication is not acceptable.
- **Do not** list your employing broker's DBA if you will be working as a broker-salesperson.
- Legible photocopies of the FBNS are acceptable.
- An individual broker may not be issued a license with a DBA which implies the existence of a corporation, is otherwise misleading, or which would constitute false advertising. Refer to Commissioner's Regulation 2731.

### Part D

- **ALL** questions (1-7) must be answered and a full explanation must be provided if any of the questions are answered "yes." Insufficient or no explanations will delay the processing of your license.
- Read the Broker Certification, and sign and date on items #11 and #12.

### FINGERPRINT INFORMATION

#### Completion & submission of RE 237

One set of classifiable electronic fingerprints is required from every real estate license applicant. Fingerprints must be submitted through the California Department of Justice (DOJ) Live Scan Program. A Live Scan Service Request (RE 237) may be obtained online at [www.bre.ca.gov](http://www.bre.ca.gov).

After you have your fingerprints taken by the live scan service provider, either submit a completed copy of RE 237 with this application or, if you choose to get your fingerprints taken at a later date, submit a completed copy of RE 237 to the Bureau of Real Estate, P.O. Box 137002, Sacramento, CA 95813, Attn: Fingerprint Desk. Your license will not be issued until a report from the Department of Justice is received stating that there is no criminal history, or disclosing the existence of criminal history information. If prior criminal information is disclosed in the report, further background inquiry may be required before your license is issued.

**Fingerprint services** (Contact the facility for fees/hours)

Many California law enforcement agencies and other private providers provide electronic fingerprint services. You may obtain a complete list of fingerprint service providers through **www.bre.ca.gov** or by visiting the Department of Justice's Web site at **www.ag.ca.gov**. Please note that the hours of operation for each provider may vary and an appointment may be required.

**Out-of-state applicants**

Out of state residents either need to make arrangements to get their fingerprints taken at a live scan service provider in California or get fingerprinted out of state using the FBI Applicant Fingerprint Card (FD-258 Rev. 5/99). A fingerprint card can be obtained by contacting the Licensing Section at 877-373-4542. It should be taken to a local law enforcement agency for completion and submitted directly to BRE with the completed exam/license application, exam/license application fee, and \$49 fingerprint processing fee.

**NOTICE ABOUT SAFE ACT**

All BRE real estate licensees who conduct *residential* mortgage loan activities, as outlined in the federal SAFE Act, must obtain a mortgage loan originator (MLO) license endorsement in order to perform these types of activities (SB 36, Calderon, Chapter 160, Statutes of 2009). MLO license endorsement applications must be submitted through the Nationwide Mortgage Licensing System & Registry (NMLS) and applicants must successfully complete the National and California State specific examinations, submit a MLO license endorsement filing through NMLS and pay required license endorsement fees, submit fingerprints to NMLS, satisfy the 20 hour pre-license education requirement, and submit authorization for NMLS to obtain a credit report. All MLO license endorsements expire on December 31<sup>st</sup> and must be renewed annually by submitting a renewal filing through NMLS along with the appropriate fees, and evidence of completion of 8 hours of continuing education, as specified. Detailed information regarding obtaining a MLO license endorsement can be found on our Web site.

**SUBVERSION OF EXAMINATION**

BRE is affected by Sections 123, 123.5 and 496 of the Business and Professions Code which relate to test security and provide that BRE may deny, suspend, restrict or revoke the license of an applicant or licensee who subverts or attempts to subvert a

licensing examination.

In addition to any other penalties, a person found guilty of violating Section 123 of the B&P Code shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

**FEES, PAYMENT & MAILING INFORMATION**

Fees are subject to change.

**Fees – Broker**

Exam .....\$ 95

License .....\$300

*Total due to BRE*

*with this application* .....**\$395**

**Fingerprint Fee**① .....\$ 49

① *Fingerprint fee* — Applicants who *reside in California* will pay a \$49 fingerprint processing fee directly to the live scan fingerprint service provider. Applicants who *reside out of state* should submit the \$49 fingerprint processing fee with their exam/license application, fingerprint card, and exam/license fee.

Missing requirements may be submitted anytime within the two year period after BRE receipt of your application/fee. A new application, fee, and current qualifications will be required if you fail to qualify and pass the examination during that two year period.

Fees are not refundable or transferable if an applicant fails to pass the examination.

**Acceptable payment methods** — Cashiers' check, money order, check or credit card.

- Make check or money order payable to: **Bureau of Real Estate**
- If paying by credit card, use a Credit Card Payment (RE 909).

**Mail To** — Bureau of Real Estate, P.O. Box 137001, Sacramento, CA 95813-7001

**PRIVACY INFORMATION:**

Section 1798.17 of the Civil Code requires this notice be provided when collecting personal or confidential information from individuals. Each individual has the right to review personal information maintained by this Agency, unless access is exempted by law.

Bureau of Real Estate      Managing Deputy Comm. IV  
1651 Exposition Blvd.      Licensing, Examinations, & Education  
Sacramento, CA 95815      Telephone: 877-373-4542

General powers of the Commissioner, Sections 10050, 10071, and 10075 of the Business and Professions Code authorizes the maintenance of this information.

Business and Professions Code Sections 30, 31(e) and 494.5(d) require each real estate licensee to initially provide to the Bureau of Real Estate his or her social security number which will be furnished to the Franchise Tax Board. The Franchise Tax Board will use your number

to establish identification exclusively for tax purposes. These code sections also require that each application for a new license or renewal provides notification on the application, that the Board of Equalization and the Franchise Tax Board will share taxpayer information with the Bureau of Real Estate, and that failure to pay tax obligations may result in a suspension or denial of a license. The Board of Equalization and Franchise Tax Board require the Bureau to collect social security numbers and federal taxpayer identification numbers for the purposes of matching the names of the 500 largest tax delinquencies pursuant to Section 7063 or 19195 of the Revenue and Taxation Code. Your social security numbers and federal taxpayer identification number shall not be deemed public records and shall not be open to the public for inspection.

The Real Estate Law and the Regulations of the Commissioner require applicants to provide the Bureau with specific information. If all or

any part of the required information is not provided, processing may be delayed. In addition, the Commissioner may suspend or revoke a license, or in the case of a license applicant, may deny the issuance for misstatements of facts (including a failure to disclose a material fact) in an application for a license.

The information requested in this form is primarily used to furnish license status information to the Bureau's Enforcement Section, and to answer inquiries and give information to the public on license status, mailing and business addresses and actions taken to deny, revoke, restrict or suspend licenses for cause.

This information may be transferred to real estate licensing agencies in other states, law enforcement agencies (City Police, Sheriff's Departments, District Attorneys, Attorney General, F.B.I.), and any other regulatory agencies (i.e., Department of Corporations, Department of Insurance, Department of Consumer Affairs, California Bar Association).